

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE J		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 03		3. EFFECTIVE DATE 08-Aug-2013		4. REQUISITION/PURCHASE REQ. NO. 1300357982-00	
5. PROJECT NO. (If applicable) N/A		6. ISSUED BY CODE		7. ADMINISTERED BY (If other than Item 6) CODE	
NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 darryl.richardson@navy.mil 757-443-1361		N00189		S2404A	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) BOOZ ALLEN HAMILTON INC 8283 Greensboro Drive McLean VA 22102		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CAGE CODE 17038		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4024-FK03	
				10B. DATED (SEE ITEM 13) 06-Aug-2012	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<p><input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>					
12. ACCOUNTING AND APPROPRIATION DATA (If required) SEE SECTION G					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
(*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
<input type="checkbox"/>					
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
<input type="checkbox"/>					
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
<input checked="" type="checkbox"/> D. OTHER (Specify type of modification and authority) FAR 52.217-9 Option To Extend The Term Of The Contract					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return ___ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) SEE PAGE 2					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			Arthur A Hildebrandt, Contracting Officer		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA	
				BY /s/Arthur A Hildebrandt	
(Signature of person authorized to sign)				(Signature of Contracting Officer)	
				03-Jul-2013	
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE		30-105		STANDARD FORM 30 (Rev. 10-83) Prescribed by GSA FAR (48 CFR) 53.243	

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GENERAL INFORMATION

The purpose of this modification is to exercise the option period in CLIN 5001. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$178,064.16 by \$30,091.82 to \$208,155.98.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
5001	O&MN,N	0.00	30,091.82	30,091.82

The total value of the order is hereby increased from \$178,064.16 by \$30,091.82 to \$208,155.98.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
5001	0.00	30,091.82	30,091.82

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC Code	Supplies/Services	Qty	Unit	Unit Price	Total Price
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5000	R408	Program Management Support (O&MN,N)	12.0	MO	\$14,838.68	\$178,064.16
5001	R408	Program Management Support (O&MN,N)	2.0	MO	\$15,045.91	\$30,091.82

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance-Based Work Statement for Joint Service Explosive Ordnance Disposal (JSEOD) Director, Expeditionary Warfare Division (OPNAV N95)

1. INTRODUCTION

The Director of Expeditionary Warfare for the Chief of Naval Operations (OPNAV N95) is procuring program management/project management services in support of Naval Special Warfare, Amphibious Warfare, Maritime Preposition, Mine Warfare, and Navy Expeditionary Combat Forces.

1.1 Mission

1.1.1. OPNAV N95 serves as the Navy's resource sponsor for expeditionary warfare. The Director and his Staff establish requirements, set priorities, and direct overall planning and programming for expeditionary warfare systems and associated manpower, training and readiness. Specifically, the Directorate

1.1.1.1. Oversees and manages, manpower, training, procurement, sustainment, and research/development appropriations for the Naval Special Warfare, Mine Warfare, Amphibious Warfare, Navy Expeditionary Combat, and Maritime Preposition Forces.

1.1.1.2. Determines, validates, and resources readiness requirements for the Navy Expeditionary Combat Enterprise (NECE), including Navy Expeditionary Combat Command, their components, and supporting Systems Commands

1.1.1.3. Ensures affordability to include total ownership cost (TOC), as a key consideration in decision making during the Navy Gate Review and JCIDS process.

1.1.1.4. Develops acquisition and funding plans and programs for manpower and training research, development, test, and evaluation (RDT&E) in support of expeditionary warfare systems.

1.1.1.5. Additionally, the Director establishes the overall CNO policy for the preparation and conduct of amphibious warfare.

1.1.1.6. OPNAV N95 performs all Capitol Hill related duties to include all Congressional testimony for matters pertaining to Expeditionary Warfare and associated programs in the Navy. Develops, coordinates and defends inputs to Navy's Program Objective Memorandum (POM) investment strategy for expeditionary warfare with a focus on warfare system and program wholeness.

1.2 Background

Navy Expeditionary Combat Branch (OPNAV N957) is a subordinate element under the OPNAV N95 Directorate which supports operational forces conducting Naval and Joint missions in support of the National Military Strategy of the United States, including Navy EOD and JSEOD technicians. Our adversary's methods have migrated towards asymmetric strategies and unconventional weapons systems, to include the use of Improvised Explosive Devices (IEDs). The initial and most relevant force called upon to counter the IED threat have been JSEOD technicians. DoDD 5160.26 designates the Secretary of the Navy as the Single Manager for the JSEOD Technology and Training. OPNAV N957 is the primary office for the development, coordination, and defense of the Navy and JSEOD input to the POM. Additionally, N95 and N957 are the primary representation for the Navy on Counter Improvised Explosive Device (C-IED) policy, training and material development. An extensive analysis of the current missions and capabilities of Navy and Joint EOD forces and the ability of these current forces to perform their assigned missions with the current systems, equipment, tactics, techniques, and procedures has identified numerous EOD capability gaps. These capability gaps have been documented in the Joint EOD (JEOD) Initial Capabilities Document (ICD), Combatant Commander (CCDR) Joint Urgent Operational Needs Statements and Integrated Priority Capabilities List (IPCL), and multiple Joint Requirements Oversight Council Memorandums (JROCMs) requiring material and non-material solutions. These documented gaps continue to rank high in priority within the National Military Strategy as mapped to critical missions of C-IED, Combating Weapons of Mass Destruction (CbtWMD), and Mine Countermeasures (MCM).

1.3 Scope

The scope of this effort is to provide program management support to the OPNAV N957 to support the POM development

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for JSEOD and Navy EOD programs and associated policy for both.

2. GENERAL REQUIREMENTS

2.1 Non-Personal Services

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Procuring Contracting Officer (PCO) immediately.

2.2 Business Relations

The contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The contractor shall manage the timeliness, completeness, and quality of problem identification. The contractor shall provide corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

2.3 Contract Administration and Management

The following subsections specify requirements for contract, management, and personnel administration.

2.3.1 Contract Management

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the support operations at the Pentagon Room 5A478 and the contractor's corporate offices.

2.3.2 Contract Administration

The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contracts or task orders. The contractor shall assign work effort and maintaining proper and accurate time keeping records of personnel assigned to work on the requirement.

2.3.3 Personnel Administration

The contractor shall provide the following management and support as required. The contractor shall provide for employees during designated Government non-work days or other periods where Government offices are closed due to weather or security conditions. The contractor shall maintain the currency of their employees by providing initial and refresher training as required to meet the PWS requirements. The contractor shall make necessary travel arrangements for employees. The contractor shall provide necessary infrastructure to support contract tasks. The contractor shall provide administrative support to employees in a timely fashion (time keeping, leave processing, pay, emergency needs).

2.4 Subcontract Management

The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations.

Contractors may add subcontractors to their team after notification to the Procuring Contracting Officer (PCO) or Contracting Officer Representative (COR). Cross teaming is not permitted.

2.5 Contractor Personnel, Disciplines, and Specialties

The contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The contractor shall match personnel skills to the work or task with

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a minimum of under/over employment of resources.

The Contractor shall provide the necessary resources and infrastructure to manage, perform, and administer the contract.

Contractor Identification in the Government Workplace. All contractor and subcontractor personnel shall be required to wear company picture identification badges so as to distinguish themselves from Government employees. When conversing with Government personnel during business meetings, over the telephone, or via electronic mail contractor and subcontractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors and subcontractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signatures shall identify company affiliation.

Contractors shall be required to wear government-issued identification as specified. Contractors must be able to gain access to the Pentagon and obtain a Pentagon Force Protection Agency-issued Building Pass. Access to Navy and Marine Corps Intranet, or the next generation system, is required and therefore the contractor must be eligible obtain a common access card (CAC) and be able to use the public key infrastructure (PKI) to logon to the NMCI.

2.6 Location and Hours of Work

Accomplishment of the results contained in this PWS requires work at Pentagon Room 5A478. Normal workdays are Monday through Friday except US Federal Holidays. Workers typically work eight (8) hours per day, 40 hours per week. Core hours of work are from 0800 to 1400 daily. All employees are expected to be available during core hours.

2.7 Travel / Temporary Duty (TDY)

Travel to other government facilities or other contractor facilities may be required and will be specified in the PWS. All travel requirements (including plans, agenda, itinerary, or dates) shall be pre-approved by the government and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234 and FAR 3.205-46 Travel Costs.

3. PERFORMANCE REQUIREMENTS

3.1 Basic Requirements

Contractor support is required to provide program management/project management services to assist OPNAV N95 staff in achieving their goals and objectives. This Performance Work statement (PWS) specifies the tasks to be performed, deliverables to be provided and performance objectives to be met in support of the OPNAV N957 Navy Expeditionary Combat Branch.

The Contractor shall furnish all work, management, supervision, labor and materials necessary to ensure the effective and efficient performance of functions identified throughout this PWS which make up this requirement. The Contractor must be capable of providing flexible, responsive, and high quality services and support. The Contractor will conduct travel and reviews that are necessary to ensure the effective and efficient performance of functions identified throughout this PWS which make up this requirement.

Work shall be performed from a base period of 08 Aug 2012 to 07 Aug 2013 and a 54 day option period will be included to carry performance through 20 September 2013.

3.2 Performance Requirements

The Contractor shall perform the following tasks in accomplishing the requirements of this Task Order. The Contractor shall provide the necessary timely support to meet emergent requirements as requested by the program manager, technical point of contact, or other properly designated authority.

3.2.1. PROGRAM PLANNING AND COORDINATION:

Creates both the structure and practices to guide the program and provide senior-level leadership, oversight, and control. Program Planning and Coordination encompasses the relationship between the oversight effort and the overall business direction, all the decision-making roles and responsibilities involved in executing the program effort.

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3.2.1.1. Draft, analyze, integrate, review, and provide recommendations for Milestones and other documentation in accordance with Government, DOD and Navy regulations.

3.2.1.2. Generate briefs and information papers to assist with internal N9 decision-making as well as formal external approval processes across OPNAV, SECNAV, OSD and Joint EOD Program Boards.

3.2.1.3. Prepare and present executive level Power Point briefings, as directed, that communicate the core results of the research and supporting documentation in the form of a final report summarizing the decision-making and priority setting process.

3.2.1.4. Provide information papers, briefing slides, and oral briefings at the completion of each phase of the research process.

3.2.1.5. Provide supporting Excel and or Access manpower data spreadsheets as required

3.2.1.6. Recommend resolution of issues for milestone decisions.

3.2.1.7. Recommend efficiencies for presentation to the Navy Expeditionary Combat Enterprise (NECE) and DoD EOD Program Board for EOD and diving systems in both development and fielding.

3.2.1.8. Gather information, identify issues and provide recommendations and draft documentation to achieve overall goals for system strategic planning.

3.2.1.9. Develop/maintain program records, databases, and other documents for internal and externally managed reporting systems to include: JCIDS; EOD Program Boards; OPNAV Rapid Assessment Team; and, program execution across the EOD portfolio.

3.2.1.10. Provide content support for OPNAV interests and perspectives at IPTs, special advisory boards, off sites, working groups, and other associated meetings (e.g. DoD Program Board, MTAB, SMS IPT, JIEDDO, JGRE).

3.2.1.11. Provide analysis as required.

3.2.1.12. Conduct discrete analytical efforts that support the JSEOD and USN EOD community including emergent requirements and unanticipated projects.

3.2.1.13. Apply operations research, numerical and statistical analysis techniques to the analysis of databases and capabilities based values models inherent to JSEOD and USN EOD.

3.2.1.14. Provide analysis planning and support to on-going efforts which may include: A continuation of efforts to rapidly develop and field equipment to the JSEOD and USN EOD force, analysis and mapping of Reenlistment Incentives for Navy EOD technicians; examination of the impact of newly released or proposed policy changes on retention behavior and recruiting efforts.

3.2.1.15. Perform cost/benefit and economic analysis of JSEOD procurement and sustainment initiatives.

3.2.1.16. Prepare individual program briefs, reports, documents and presentations as well as draft portfolio resourcing plans for all EOD programs and rapid acquisition initiatives in response to urgent needs.

3.2.1.17. Provide ad hoc briefings and information papers as directed by N957.

3.2.1.18. Assist in developing lines of communication with key working level members of the OPNAV staff as well as N9 organization

3.2.1.19. Establish meeting schedule with OPNAV staff members to provide a means of sharing Joint Service EOD and Navy EOD strategies as well as collecting information regarding developing Joint and Navy strategies affecting the JSEOD and USN EOD community. Prepare information papers and Power Point presentation to staff members. Provide feedback to N957 on the results of meetings, including initial analysis and/or assessment of the impact of new initiatives.

3.2.1.20. Prepare and present executive level briefings, as directed, that communicate the core results of the research and supporting documentation in the form of a final report summarizing the decision-making and priority setting process.

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3.2.1.21. Review, analyze and provide recommendations to utilize new initiatives and best practices to improve areas within program management.

3.2.1.22. Provide recommendations to utilize new initiatives and best practices techniques to improve areas within financial and program management.

3.2.1.23. Prepare and maintain program documentation.

3.2.1.24. Track and analyze action items (taskers) as they are assigned and assist action officers as necessary in preparing responses. Insure items are prepared in a timely fashion to meet suspense dates.

3.2.1.25. Create/draft original correspondence as directed. Insure the correspondence is in the correct format.

3.2.1.26. Establish a Branch filing and management system in accordance with Navy standards. Insure that classified information arriving in the office is correctly accounted for and stored in an appropriate location.

3.2.1.27. Provide program support for reviews, conferences, briefings and other meetings.

3.2.1.28. Conduct surveys and analyze results.

3.2.1.29. Draft program schedules and Gantt charts and perform critical path analyses.

3.2.1.30. Provide design oversight including configuration and data management.

3.2.1.31. Provide recommendations and initiatives for Command improvements to reduce overall costs, including but not limited to business case Analysis, cost benefit analysis, and e-business solutions.

3.2.1.32. Develop and implement a risk management strategy and plan, and prepare risk assessments, analyses, studies and recommendations.

3.2.1.33. Identify and analyze metrics in order to track process performance and monitor the use of the metrics.

3.2.1.34. Develop and implement a detailed plan for the overall management and quality assurance of this contract.

3.2.2. ACQUISITION SUPPORT:

Process of implementing and managing acquisition procurements/documentation to ensure that documents are properly executed providing proper controls and regulations.

3.2.2.1. Assist in preparing individual program and N957 program of records (POR) and rapid acquisition briefs, reports and presentations to internal and external audiences.

3.2.2.2. Perform tradeoff studies and assessments for potential material and non-material solutions for rapid acquisition initiatives assigned under N957 leadership, as well as analytical support to requirements generation and acquisition community program design and execution.

3.2.2.3. Analyze, evaluate, and provide recommendations for the planning, development, monitoring and execution of procurement and contractual documentation.

3.2.2.4. Recommend processes, procedures, and techniques required to acquire and support: training, training devices and training equipment.

3.2.2.5. Review, track, and evaluate contract deliverables.

3.2.2.6. Provide support and assistance in reviewing, assessing, and complying with policies, standards, guidelines, or procedures established by DoD, DoN, and ASN(RD&A).

3.2.2.7. Monitor and track the status of contracts by analyzing outstanding obligations, coordinating with applicable PCOs, ACOs, CORs, and vendors relative to outstanding issues, and assist in preparing closeout funding documents.

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3.2.2.8. Provide support for internal and external reports, to include the Defense Acquisition Executive Summary (DAES)/Select Acquisition Request (SAR), Quarterly Acquisition Review (QAR) issues, performance metrics reports, and the contractor's estimated completion date.

3.2.2.9. Track deliverables and analyze programs cost, schedule and performance data.

3.2.2.10. Provide support in pre-acquisition and acquisition strategy planning and implementation.

3.2.2.11. Provide support in milestone planning, tracking, scheduling, briefing preparation, staff coordination, as well as decision documentation preparation and documentation.

3.2.3. PROGRAM PLANNING BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT:

Implementation of fiscal practices and controls. A process of implementing and managing financial control systems, collecting financial data, analyzing financial reports, and making sound financial decisions based on the analyses.

3.2.3.1. Develop/maintain/track the required documents for Joint Service and Navy EOD programs and requirements within the JCIDS process to include ICD, CDD, CPD, DCR, and required supporting documentation.

3.2.3.2. Support N95 Sponsor Program Proposals (SPP) analyses for financial and program management within the PPBE cycle.

3.2.3.3. Provide programming, planning and budgeting management including budget preparation and justification, funds execution, program planning and analysis, and the presentation of this data in various formats.

3.2.3.4. Prepare reprogramming requests and reclaims.

3.2.3.5. Draft/review/prepare back up information and recommendations for financial presentations.

3.2.3.6. Provide inputs to independent cost estimates (for life cycle costs or other activities).

3.2.3.7. Analyze, make recommendations, and report on: requirements determinations, programming, site surveys, project management plans, facilities design, and facility construction (e.g. Base Re-Alignment and Closure, new facilities requirements, etc.).

3.2.3.8. Prepare estimates at completion (EAC) for work conducted by a government activity or a contractor.

3.2.3.9. Provide recommendations on cost realism.

3.2.3.10. Perform contract earned value management system (EVMS) analyses.

3.2.3.11. Analyze, evaluate and provide recommendations for Total Ownership Cost (TOC), Cost as an Independent Variable (CAIV) and Life Cycle Cost (LCC).

3.2.3.12. Prepare configuration control documentation.

3.2.3.13. Prepare and maintain program documentation.

3.2.3.14. Analyze obligations and expenditures, maintain forecasts, prepare reports on the status/recommendations and availability of funds, justify and prioritize unfunded requirements, and assist with development, review and recommendation of execution year funding efforts.

3.2.3.15. Provide Return on Investment figures.

3.2.4. COMMUNICATIONS AND OUTREACH:

Communicates priorities, policies, procedures, decisions, goals and issues. Prepares and maintains reports, and statistics related to the functional area.

3.2.4.1. Provide consultant recommendations and draft proposed responses to Congressional, RFIs, RFQs, DOD, other

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governmental agencies, draft congressional testimony, and respond to industry inquiries

3.2.4.2. Provide information and recommendations to respond to Congressional, DOD, other Government agency, media or industry inquiries, Freedom of Information Act (FOIA) requests, audits and for Congressional testimony.

3.2.4.3. Facilitate and participate in IPTs, special advisory boards, off sites, working groups, audit teams, etc.

3.2.4.4. Analyze, evaluate and prepare program briefs, reports and correspondence.

3.2.4.5. Prepare and maintain program documentation.

3.2.4.6. Provide good oral and written communications in order to interface with commands and other activities across the Navy.

3.2.4.7. Develop, review and update charters, MOAs, MOUs, and organizational charts to enable more effective communications and organizations for the program and stakeholders.

3.2.5. TECHNICAL MANAGEMENT:

Provides technical guidance, methodologies in managing, evaluating, providing recommendations, reports, and resolutions.

3.2.5.1. Provide strategic level analysis, requirements evaluation, and analytical support for EOD and diving requirements and resourcing plans.

3.2.5.2. Evaluate issues and provide recommendations related to system cost, schedule, and performance.

3.2.5.3. Review, assess, and monitor production reports and recommend resolutions to production problems.

3.2.5.4. Draft, analyze, review and provide recommendations on test and evaluation program planning, as well as provide installation, testing, execution documentation and checkout support of platforms and weapons systems and participate in tests and trials.

3.2.5.5. Prepare and maintain program documentation.

3.2.5.6. Provide support for requirement generation, allocation, verification, and validation.

3.2.5.7. Develop and maintain work breakdown structure.

3.2.5.8. Perform and provide reviews, analyses, studies, documentation, and recommendations for system design including technical expertise in system engineering, software engineering, logistics, test and evaluation and training.

3.2.5.9 Provide recommendations for planning, organizing, and managing critical aspects of the development, production, and/or deployment of capabilities.

3.2.6. ADMINISTRATIVE AND CLERICAL:

This functional area consists of applying, clerical, organizational assessment, administrative management, office management, strategic and organizational planning, and administrative disciplines required for seamless operation of offices and support functions. Functions to include, but not limited to: transcription, library services, word processing/typing, stenographic services, information retrieval, paper shredding, report generation and brief preparation duties.

3.2.6.1. Type and track correspondence, reports, and tabular data from drafts provided by professional personnel, editing for spelling, punctuation and grammar, as well as ensuring formats are in compliance with the Department of the Navy/ONR procedures.

3.2.6.2. Greet visitors, communicate messages, answer telephones, take and forward messages, as well as assist staff with follow-up phone calls on outstanding documents/actions.

3.2.6.3. Administer, prepare, facilitate, and document travel arrangements, schedules, billing and record keeping by

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supporting the planning/execution/liquidation of Government sponsored travel.

3.2.6.4. Duplicate, collate, assemble, and maintain materials as required.

3.2.6.5. Prepare entries and input, track and monitor data for inclusion in various information systems, for both commercial and agency-specific systems as required.

3.2.6.6. Coordinate and monitor meetings, appointments, schedules, and facilities as requested, as well as provide direct support for presentations, conferences, events, and other meetings as requested.

3.2.6.7. Maintain hard copy, electronic filing, and record keeping systems to facilitate retrieval and historical record maintenance as required by the client or other pertinent entities.

3.2.6.8. Use professional judgment to refer matters/questions requiring action to appropriate office, department, point of contact or agency.

3.2.6.9. Understand and follow administrative protocols followed by clerical and secretarial staff within the work group.

3.2.6.10. Prepare and maintain program documentation.

4. SPECIAL REQUIREMENTS

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

4.1 Security and Safety

Contractor personnel performing under this task order will be U.S. Citizens and are required to obtain / retain a security clearance.

Work performed by the contractor requires access to information that is **SECRET**.

The contractor will be required to attend meetings classified as **SECRET**.

DD Forms 254: Overarching security requirements and Contractor access to classified information shall be as specified in the basic DD Form 254, which will be further identified in the DD Form 254 for each TO, as required. All contractor personnel with access to unclassified information systems, including e-mail, shall have at a minimum a favorable National Agency Check (NAC).

4.2 Government Furnished Material

The Government will provide workspace, classified/unclassified workstations, office supplies, computer equipment, telephone, fax (local, DSN and long distance), electronic mail, reproduction facilities, and proper building access identification badges as required. The Government will furnish any computer software, such as access to the PBIS database, which may be needed to accomplish tasks at the government site. The Government will provide access to appropriate reference material and databases necessary in the performance of this effort. The contractor will be provided the authority to access all information required to perform duties. The Government will provide coordination assistance to assist the contractor in accessing required information. The Government will provide the following information: access to relevant Government organizations, information and documentation, manuals, texts, briefs and associated materials, as required and available.

4.2.1. GFE: Access to Government databases and seats e.g., MS Word, Excel, PowerPoint, Access, and other databases required to perform this effort.

4.2.2. GFE: Access via internet using security protocols required by Government to assure secure data transmission: PBIS, KM/DS, TWMS, and other databases required to perform this effort.

4.2.3. GFI: Required programmatic and financial information required in order to complete deliverables.

4.3 Environmental Requirements

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The contractor shall comply with all documents listed below as mandatory and referenced under paragraph 3.0, Performance Requirements. Compliance with documents listed as non mandatory is the contractors' option.

Document Source	No./Version	Title
SECNAV	5510.36A	DEPARTMENT OF THE NAVY (DON) INFORMATION SECURITY PROGRAM (ISP) INSTRUCTION
SECNAV	5510.30B	DEPARTMENT OF THE NAVY (DON) PERSONNEL SECURITY PROGRAM (PSP) INSTRUCTION

4.4 Applicable Directives and References

The contractor shall comply with all documents listed below as mandatory and referenced under paragraph 3.0 Performance Requirements. Compliance with documents listed as non-mandatory is the contractors' option.

Mandatory compliance (list)

Document Source	No./Version	Title
United States Code	Title 10	Armed Forces
United States Code	Title 31	Money and Finance 31 US Code 1301(a) 31 US Code 1502(a) 31 US Code 1517
OMB	Circular A-11	Preparation, Submission, and Execution of the Budget
DoD Directive	5000.01	The Defense Acquisition System
DoD Directive	5000.02	Operation of the Defense Acquisition System
DoD Regulation	7000.14-R	Department of Defense Financial Management Regulations
DoD Directive	5015.2	DoD Records Management Program
SECNAV	5000.2	Implementation and Operation of the Defense Acquisition System and Joint Capabilities Integration and Development System
Navy		DoN Budget Guidance Manual

4.5 Abbreviations and Acronyms

ASN – Assistant Secretary of the Navy	MOU – memorandum of understanding
ASN(RD&A) – ASN Research, Development and Acquisition	MPN – manpower personnel, Navy
CAC – common access card	MTAB – Military Technical Acceptance Board
CAIV – cost as an independent variable	NAC – National Agency Check
CbtWMD – combating weapons of mass destruction	NECC – Navy Expeditionary Combat Command
CCDR – combatant commander	NECE – Navy Expeditionary Combat Enterprise
CDD – capabilities development document	NMCI – Navy and Marine Corps intranet
C-IED – counter- improvised explosive device	OCI – organizational conflict of interest
CNO – Chief of Naval Operations	OMNR – operations and maintenance, Naval Reserve (also O&MNR)
COR – contracting officer representative	OMN – operations and maintenance, Navy (also O&MN)
CPD – capabilities production document	ONR – Office of Naval Research
DCR – DOTMLPF change request	OPN – other procurement, Navy
DOTMLPF – doctrine, organization, training, materiel, leadership, personnel, facilities	OPNAV – Chief of Naval Operations Staff
EAC – estimate at completion	OSD – Office of the Secretary of Defense
EOD – Explosive Ordnance Disposal	PCO – procuring contracting officer
EVMS – earned value management system	PKI – public key infrastructure
FOIA – Freedom of Information Act	POM – program objective memorandum
GFE – government furnished equipment	PPBE – planning, programming, budgeting, and execution
GFI – government furnished information	PWS – performance work statement

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ICD – initial capabilities document	QAR – quarterly acquisition review
IED – improvised explosive device	RDT&E – research, development, test and evaluation
IPCL – integrated priority capabilities list	RDTEN – RDT&E, Navy
IPT – integrated product team	RPN – reserve personnel, Navy
JCIDS – Joint Capabilities Integration and Development System	SAR – select acquisition request
JGRE – Joint Ground Robotics Enterprise	SECNAV – Secretary of the Navy
JIEDDO – Joint IED Defeat Organization	SMS – special mission support
JROCM – Joint Requirements Oversight Council memorandum	SPP – sponsor program proposal
JSEOD – Joint Service Explosive Ordnance Disposal (also JEOD)	TDY – temporary duty
LCC – life cycle cost	TO – task order
MCM – mine countermeasures	TOC – total ownership cost
MOA – memorandum of agreement	TTAB – Technical Training Acceptance Board

5. DELIVERABLES

The contractor shall provide deliverables as described and specified by the government. The Contractor shall provide the following deliverables within the timeframe specified:

Products/Deliverable	Schedule/Date Required
End of Performance Report	Within 30 days of completion of Period of Performance
Program Team Organization Chart	Initially, within 5 days of contract award. Subsequently, 5 days prior to any changes are made
Financial Execution Status Briefings	Every three months, combined with Quarterly execution report
Funding Execution Reports	Quarterly as part of a consolidated monthly report
Program Briefs	By 20 November (Navy) and by 20 March (Congress)
Tracking Reports	In weekly report to COR
Invoice	In weekly report to COR
Action Tracking System	Weekly on Friday
Progress and Status Report	Included in Monthly Report
Program Plan and Update	Initially and then included in Monthly Report
Travel documentation	5 days prior to scheduled travel
Meeting Minutes, Agendas	Within 2 working days of meeting completion
Program Objective Memorandum (POM) Status briefs	As required based on POM guidance
Point Papers, Decision Papers, Information Papers	Within 3 working days of assignment, unless urgency requires a more rapidly produced product
Draft Congressional Reports	Within 3 working days of assignment, unless urgency requires a more rapidly produced product
Briefings or technical reports	As required
Draft Policies, Draft standards, Draft specifications	As required
Configuration Management Plan	As required
Test and Evaluation Plan	As required

Monthly Status Reports. The Contractor shall provide a monthly report which summarizes overall performance under the task order. The report shall detail performance under each task of this PWS (3.0), addressing completed tasks and the status of on-going tasks. For in-process tasks, the Contractor shall identify accomplishments for the month, identify planned accomplishments for the coming month and potential risks that might negatively impact performance and proposed mitigation plans. Reports shall be submitted monthly on the 5th calendar day for the preceding month to the Contracting Officer's Representative (COR) with a copy to the cognizant Contracting Officer.

End of Performance Report. The Contractor shall develop a report summarizing Financial Management and Accounting Administration Support functions as congruent with PWS 3.0. The report will provide items in priority order of importance, internal control deficiencies and related criteria or workarounds with final determination of impact for each non-compliant requirement assessed. The final report shall be submitted to the COR within 30 days after the end of the contract period of performance. All deliverables shall be submitted to the COR. The COR is responsible for tracking and acceptance.

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6. NON-DISCLOSURE AND NON-USE OF DATA AGREEMENT/CERTIFICATION

(a) Data/Information

All data or information (including but not limited to drawings, Privacy Act, Planning, Programming, Budgeting, and Execution (PPBE) documents and data as described in DoD Directive 7045.14, "The Planning, Programming, and Budgeting System," May 22, 1984, Change 1, July 28, 1990 and Deputy Secretary of Defense Memorandum, "Control of Planning, Programming, Budgeting, and Execution (PPBE) Documents and Information," 27 March 2004), source selection, personnel information, and business sensitive information) obtained, received, or learned by the Contractor and/or its personnel and/or subcontractors as a result of performance of this contract shall be deemed to be "sensitive" and/or "proprietary" whether or not such data is so designated or marked. Access to data or information obtained, received, or learned as a result of performance of this contract shall be restricted to the minimum number of Contractor personnel necessary for performance of this contract. No one who prepares offers, proposals, bids, and/or quotations for Government and/or non Government procurements shall be involved in direct performance of this contract. The Contractor shall ensure that each of its personnel and subcontractors who obtains, receives, or learns data or information as a result of performance of this contract understands and complies with this "Non-Disclosure and Non-Use of Data" agreement.

(b) Non-Disclosure of Data/Information

The Contractor and its personnel and subcontractors shall disclose data or information obtained, received, or learned whether written or oral as a result of performance of this contract only to Contractor personnel directly performing under this contract and to United States Department of Defense personnel to whom disclosure of such data or information is required in performance of this contract. The Contractor and its personnel and subcontractors shall not disclose such data or information to anyone who prepares offers, proposals, bids, and/or quotations for Government and/or non Government procurements. The Contractor and its personnel and subcontractors shall take all steps necessary to prevent disclosure of such data or information except as specifically permitted herein.

(c) Non-Use of Data/Information

The Contractor and its personnel and subcontractors shall use data or information obtained, received, or learned whether written or oral as a result of performance of this contract only in direct performance of this contract and for no other purpose. The Contractor and its personnel and subcontractors shall not use or consider such data or information in the preparation of any offer, proposal, bid, and/or quotation for any Government and/or non Government procurement. The Contractor and its personnel and subcontractors shall take all steps necessary to prevent use of such data or information except as specifically permitted herein.

(d) Non-Disclosure/Non-Use Agreements

Before any of the Contractor's personnel becomes involved in performance of this contract, the Contractor shall obtain a non-disclosure/non-use agreement signed by that person. The non-disclosure/non-use agreement shall state that:

- (1) He/she shall disclose data or information obtained, received, or learned by him/her as a result of performance of this contract only to Contractor personnel directly performing under this contract and to United States Department of Defense personnel to whom disclosure of such data or information is required in performance of this contract.
- (2) He/she shall not disclose data or information obtained, received, or learned as a result of performance of this contract to anyone who prepares offers, proposals, bids, and/or quotations for Government and/or non Government procurements.
- (3) He/she shall use data or information obtained, received, or learned as a result of performance of this contract only in direct performance of this contract and for no other purpose.
- (4) He/she shall not use or consider data or information obtained, received, or learned as a result of performance of this contract in the preparation of any offer, proposal, bid, and/or quotation for any Government and/or non Government procurement.

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In the event that the Contractor, its personnel, and or subcontractors will obtain, receive, or learn data or sensitive information of other entities as a result of performance of this contract, the Contractor shall execute a non-disclosure/non-use agreement with each such entity prior to having access to the data or information provided by the entity.

(e) Requirement to Disclose Data/Information

If the Contractor, its personnel and/or is subcontractors receive a court order requiring disclosure of data or information obtained, received, or learned as a result of performance of this contract or if the Contractor believes disclosure of such data is otherwise required by law or regulation, the Contractor shall contact the Contracting Officer immediately and fully inform the Contracting Officer of the court order or other requirement prior to any disclosure of data or information.

(f) Exception

This “Non-Disclosure and Non-Use of Data/Information” provision does not apply to data or information which the Contractor can demonstrate was obtained, received, or learned in a way other than as a result of performance of this contract.

(g) Government Remedy

Any violation of the terms of this “Non-Disclosure and Non-Use of Data/Information” provision is a material and substantial breach of this contract and the Government may, in addition to any other remedy available, terminate this contract, or any part thereof, for cause or default. Noncompliance with the “Non-Disclosure and Non-Use of Data/Information” provision may also adversely affect the evaluation of a Contractor's reliability in future acquisitions

(h) Non-disclosure/Non-Use Agreements

The contractor shall maintain all Non-Disclosure and Non-Use of Data/Information agreements required by this provision and shall make such agreements available for immediate inspection by the Contracting Officer.

7. ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

Enterprise-Wide Contractor Manpower Reporting Application (ECMRA)- The Contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for Machinery Condition Analysis Services via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY) which runs 1 October to 30 September. While inputs may be reported at any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

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SECTION D PACKAGING AND MARKING

NOT APPLICABLE

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SECTION E INSPECTION AND ACCEPTANCE

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the Performance Work Statement (PWS). The Quality Assurance Surveillance Plan (QASP) will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

1. Critical performance processes and requirements. Critical to the performance of this effort is providing program management support to the OPNAV N957 to support the POM development for JSEOD and Navy EOD programs and associated policy in a timely, accurate, and thorough manner for all task order requirements.

2. Performance Standards

a. Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract or task order(s).

b. Deliverables – The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.

c. Past Performance - In addition to any schedule, and deliverables, of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship, the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.

3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic or inspection, and validated customer complaints.

4. Performance Measurement: Performance will be measured in accordance with the following table:

The contractor service requirements are summarized into performance elements that relate directly to mission essential items as well as performance thresholds which briefly describe the minimum acceptable levels of service required for each requirement. A QASP is provided below and outlines the performance elements, performance thresholds, surveillance methods, and associated payment for this task order.

Quality Assurance Surveillance Plan (QASP) Table

Performance Element	Performance Threshold (Satisfactory Performance)	Method of Surveillance	Monthly Payment
Excellent staffing stability and resource planning across the effort defined in this Task Order.	1. Management of personnel (retention, replacements, etc.) does not negatively impact quality or timeliness of products and services across the program.	1. 100% Inspection of Deliverable(s) by Task Order Manager (TOM) 2. Customer Feedback	If services fail to meet the performance threshold, 15% of the monthly payment will be withheld until corrective action has been taken to the satisfaction of the Government.

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Performance Element	Performance Threshold (Satisfactory Performance)	Method of Surveillance	Monthly Payment
Consistent delivery of high quality deliverables.	<ol style="list-style-type: none"> 1. Deliverables were delivered accurate, complete and incorporate all pertinent data with no (or minor) adjustments required by the Government. 2. Any errors / omissions identified by the Government are corrected within 10 business days. 	<ol style="list-style-type: none"> 1. Random Sampling of Deliverable(s) by TOM 2. Customer Feedback 	If services fail to meet the performance threshold, 15% of the monthly payment will be withheld until corrective action has been taken to the satisfaction of the Government
Required deliverables and services were provided on schedule.	<ol style="list-style-type: none"> 1. Services and deliverables were submitted according to, or ahead of, agreed upon schedule. Exceptions were due to circumstances outside of the Contractor's control. 	<ol style="list-style-type: none"> 1. Random Sampling of Deliverable(s) by TOM 2. Customer Feedback 	If services fail to meet the performance threshold, 15% of the monthly payment will be withheld until corrective action has been taken to the satisfaction of the Government
Positive Business Relations, Customer Satisfaction and Timely and Open Communication.	<ol style="list-style-type: none"> 1. The contractor was responsive to Government concerns and promptly applied corrective action to performance issues. 2. The contractor provided timely notification of issues and/or items requiring Government actions. 	<ol style="list-style-type: none"> 1. Customer Feedback 	If services fail to meet the performance threshold, 15% of the monthly payment will be withheld until corrective action has been taken to the satisfaction of the Government
Timely, Accurate and Complete Program Reporting	<ol style="list-style-type: none"> 1. Report(s) as required are delivered on time and meets all PWS content requirements. 	<ol style="list-style-type: none"> 1. 100% Inspection of Deliverable(s) by TOM 	If services fail to meet the performance threshold, 10% of the monthly payment will be withheld until corrective action has been taken to the satisfaction of the Government.

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

Incentives/Disincentives:

The TOM makes an annual report(s) on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the TOMs annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractors past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

In accordance with contract clause FAR 52.246, the Inspection of Services series, the contractor will be incentivized

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to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

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SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

5000	8/8/2012 - 8/7/2013
5001	8/8/2013 - 9/30/2013

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

5000	8/8/2012 - 8/7/2013
5001	8/8/2013 - 9/30/2013

Services to be performed hereunder will be provided at the Pentagon in Washington, DC.

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative (COR) / Task Order Manager (TOM)
Thomas L Connolly, N959
2000 Navy Pentagon
Washington, DC 20350-2000
thomas.connolly@navy.mil
703-614-2236

SUP 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (April 2008)

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the Navy WAWF Assistance Line: 1-877-251-9293.

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site: <http://www.acquisition.navy.mil/navyaos/content/view/full/3521>.

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for each file is not to exceed 2MB. Multiple attachments are allowed.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

	<i>Routing Table</i>	<i>Contracting Officer Notes</i>
WAWF Invoice Type	<i>2 in 1</i>	-- Select 2-in-1 for FFP Services Only. -- Select Combo for Supplies, or Supplies AND FFP Services. -- Select Cost Voucher for all Cost Type Contracts. If none of the above applies, please call 1-877-251-9293.
Contract Number	<i>N000178-04-D-4024</i>	<i>-(Enter Contract Number)</i>
Delivery Order Number	<i>FK03</i>	<i>-(Enter DO Number)</i>
Issuing Office DODAAC	<i>N00189</i>	<i>-(Enter DODAAC of the activity issuing the contract.)</i>
Admin Office DODAAC	<i>N00189</i>	<i>-(Enter Contract Admin Office DODAAC)</i>
Inspector DODAAC (usually only used when Inspector & Acceptor are different people)	<i>N/A</i>	<i>-(Enter Inspector DODAAC (plus extension if applicable, or leave blank)</i>
Ship To DoDAAC (for Combo), Service Acceptor DODAAC (for	<i>N00011</i>	<i>-(Enter DODAAC (plus extension if applicable)</i>

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2 in 1),Service Approver DODAAC (Cost Voucher)		
Acceptance At Other	N/A	-(Enter Other Acceptance Address if different from above (plus extension if applicable))
Local Processing Office (Certifier)	N00011	-(Enter LPO DODAAC (Local Admin) (plus extension if applicable) or leave blank
DCAA Office DODAAC (Used on Cost Voucher's only)	N/A	-(Enter DCAA Office DODAAC when Applicable) - Check on DCAA website: www.dcaa.mil/
Paying Office DODAAC	N68732	-(Enter Paying Office DODAAC Located on Contract)
Acceptor/COR Email Address	Thomas.connolly@navy.mil (703)614-2236	-(Enter the Acceptor Email address for this Contract if applicable)

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable documentation that supports payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice(s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified in section (d) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon form between the Contracting Officer and vendor.

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact:

Name	Email	Phone	Role
Tom Connolly	thomas.connolly@navy.mil	(703)614-2236	ACCEPTOR/COR

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- All pre-award information, questions, or data;
- Freedom of Information inquiries;
- Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- Arranging the post award conference (See FAR 42.503).

Name: Andrew Hildebrandt
Address: 1968 Gilbert Street
Suite 600
Norfolk, A 23511-3392
Phone: (757) 443-1321

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: Reagan Criddle

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Address: 1968 Gilbert Street
Suite 600
Norfolk, A 23511-3392
Phone: (757) 443-1456

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: -----N/A-----
Address: -----

Phone: -----

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: -----
Address: -----

Phone: -----

5. TASK ORDER MANAGER (TOM) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

TOM Name: Thomas Connolly
Address: 2000 Navy Pentagon
Washington, D.C. 20350-2000
Phone: (703) 614-2236

(End of text)

CONTRACT ADMINISTRATION PLAN (CAP) FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

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1. The Procuring Contract Office (PCO) is responsible for:
 - a. All pre-award duties such as solicitation, negotiation and award of contracts.
 - b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.
 - d. Changes in contract terms and/or conditions.
 - e. Post award conference.
2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.
3. The paying office is responsible for making payment of proper invoices after acceptance is documented.
4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:
 - a. Technical Interface
 - (1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.
 - (2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.
 - b. Contract Surveillance
 - (1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.
 - (2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.
 - (3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.
 - (4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are

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responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

Enclosure (1)

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include

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a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

- a. Identify contractor deficiencies to the COR.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.
- d. Identify contract noncompliance with reporting requirements to the COR.
- e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.
- g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

Accounting Data

SLINID	PR Number	Amount
5000	1300289961	178064.16

LLA :
AA 1721804 8D3D 252 V0000 0 050120 2D 000000
Standard Number: N0002412PR07393

BASE Funding 178064.16
Cumulative Funding 178064.16

MOD 01 Funding 0.00
Cumulative Funding 178064.16

MOD 02 Funding 0.00
Cumulative Funding 178064.16

MOD 03

5001	1300357982-00	30091.82
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LLA :
AB 1731804 8C6C 252 V0000 0 050120 2D A00001780225

MOD 03 Funding 30091.82
Cumulative Funding 208155.98

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SECTION H SPECIAL CONTRACT REQUIREMENTS

NOT APPLICABLE

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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.219-28 Post-Award Small Business Program Rerepresentation APR 2009

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 7 days.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 7 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 10 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **5 years**.

(End of clause)

252.232-7010 LEVIES ON CONTRACT PAYMENTS (DEC 2006)

(a) 26 U.S.C. 6331(h) authorizes the Internal Revenue Service (IRS) to continuously levy up to 100 percent of contract payments, up to the amount of tax debt.

(b) When a levy is imposed on a payment under this contract and the Contractor believes that the levy may result in an inability to perform the contract, the Contractor shall promptly notify the Procuring Contracting Officer in writing, with a copy to the Administrative Contracting Officer, and shall provide--

(1) The total dollar amount of the levy;

(2) A statement that the Contractor believes that the levy may result in an inability to perform the contract, including rationale and adequate supporting documentation; and

(3) Advice as to whether the inability to perform may adversely affect national security, including rationale and adequate supporting documentation.

(c) DoD shall promptly review the Contractor's assessment, and the Procuring Contracting Officer shall provide a written notification to the Contractor including--

(1) A statement as to whether DoD agrees that the levy may result in an inability to perform the contract; and

(2)(i) If the levy may result in an inability to perform the contract and the lack of performance will adversely affect national security, the total amount of the monies collected that should be returned to the Contractor; or

(ii) If the levy may result in an inability to perform the contract but will not impact national security, a

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recommendation that the Contractor promptly notify the IRS to attempt to resolve the tax situation.

(d) Any DoD determination under this clause is not subject to appeal under the Contract Disputes Act.

(End of clause)

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SECTION J LIST OF ATTACHMENTS